

# Creating an Employer Account

## 1. Introduction

### 1.1 Main Title



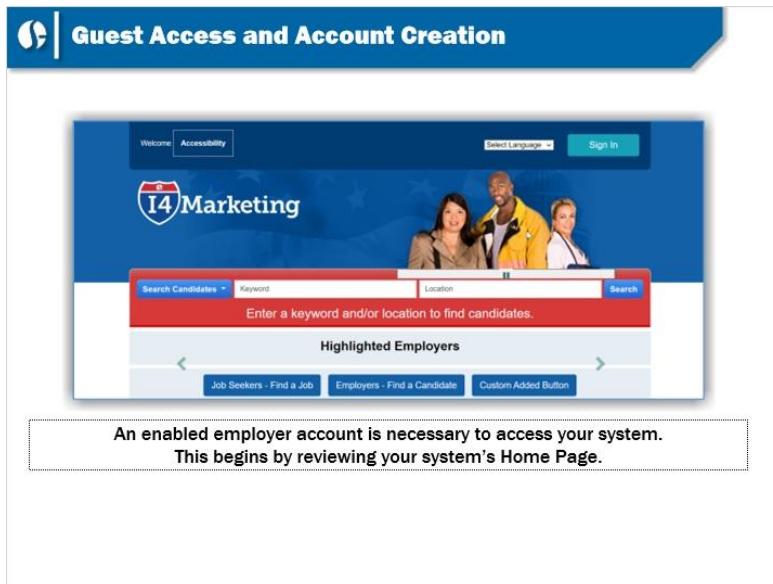
#### Transcript:

Welcome to the Learning Center. In this video, we will demonstrate how employers perform system registration to create an account.

Your actual system settings and options may differ from those shown in this video.

Let's take a closer look at how employers create an account.

## 1.2 Guest Access and Account Creation



The screenshot shows a web page titled "I4 Marketing" with a blue header. The header contains a logo on the left, "Welcome" and "Accessibility" links, a "Select Language" dropdown, and a "Sign In" button. Below the header is a search bar with "Search Candidates" and "Search" buttons, and a text input field for "Keyword" and "Location". Below the search bar is a "Highlighted Employers" section with a "Job Seekers - Find a Job" button, an "Employers - Find a Candidate" button, and a "Custom Added Button".

An enabled employer account is necessary to access your system.  
This begins by reviewing your system's Home Page.

### Transcript:

Begin the process of registering by accessing the Home Page. This is a sample Home Page. Your system's Home Page may look different, but they all contain links to resources that you will find useful.

You can review the site in Guest mode. Click a link for Employer Services either in the middle or the bottom of the Home Page to learn more about how the system works. You can review system tools as a Guest but you will have to register to look for real candidates or create job orders.

## 2. Walk-through

### 2.1 Walk-through



#### Transcript:

Let's review the system registration process for employers in more detail.

### 2.2 Registration Page

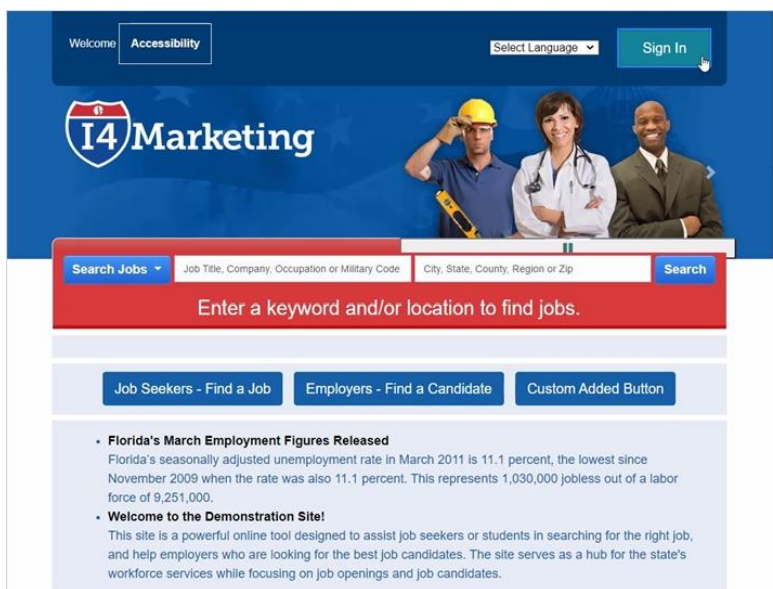


## Transcript:

Employer registration begins by clicking the Sign In button, which is located in the top of your system's Home Page. You can also change the system language from this same location, and modify the system by offering a variety of Accessibility options.

Click the **Sign In** button to view the next registration steps.

## 2.3 Registration Options



## Transcript:

Once you click the Sign In button, there are three options for accessing your system.

Option One is for employers to log in if you already have a Username and Password. Simply enter the information and type in the Captcha code correctly, and click Sign In.

If you have forgotten your Username and Password, click a link to answer questions from your completed registration, and you will be able to access the system and change your login information.

Option Two enables you to access the system as a guest. Here you can check out common employer features before registering,

Option Three is where you register if you haven't before. Click on the **Employer** portion, which is a link to begin registration.

## 2.4 Employer Type Selection

Select the functionality you are interested in accessing by either checking the box or clicking the functionality name.  
If you want to register for multiple types, check the appropriate boxes, and click the Continue Registration button below.

**Please specify the functionality that you wish to access.**

**Recruiting**  
Perform labor exchange functions such as recruiting talent, posting jobs, online résumé search, applicant tracking and researching the local labor market.

**Incumbent Worker Training**  
Apply for services and benefits to train incumbent workers.

**Unemployment Benefits Services**  
Submit separation notices, view and respond to statements of potential charges, file and manage appeals, view and protest benefit charges, and submit requested documentation regarding unemployment claims made by former workers.

### Transcript:

You can register in the system for multiple reasons. In this example, there are recruiting employers, incumbent worker training employers, and unemployment benefits employers. Your system may vary.

Recruiting employers register in the system to post job orders and search for qualified candidates.


Incumbent Worker Training employers register to provide training programs to other employers to assist their staff with new skills or technologies.

Unemployment Benefits Employers register in the system to manage their Unemployment Insurance and Benefits information and claimants.

Select the employer type that best fits your situation. For purposes of this video, we will focus on the most common employer type, Recruiting Employers. Make that selection and click **Continue Registration**. The first registration screen is displayed.

## 2.5 Employer Identification

### Employer Identification

 For help click the information icon.


Type of Identification:  Federal Employer Identification Number  
 Social Security Number

Federal Employer ID Number (EIN) / Federal Tax ID (FEID) or Social Security Number:   
Do not enter dashes. Example 999001111

Confirm Federal ID Number:

\* UI Employer Account Number:  !  
Do not enter dashes. Example 99900111111

\* Confirm UI Employer Account Number:  !

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### Transcript:

The first step asks basic employer identification questions. For purposes of this video, we will focus on the required questions.

Here, you will have to provide either your FEIN Number or your Social Security Number. Select the correct radio button and enter that number twice. In some systems, the UI Employer Identification Number may also be required. Enter if there is a red asterisk next to that number, which identifies required fields.

Click **Continue**.

## 2.6 Login Information

**Please enter the following login information and click the Save button when you are finished.**  
Be sure to remember your User Name and Password. You will need them to access this system again.

**Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place.**

\* Indicates required fields. For help click the information icon next to each section.

### Login Information

\* User Name:  Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . \_

\* Password:

[Chat](#)

### Transcript:

The Login Information at the top requires you to create a Username and a Password. You will need both of these to log into the system. Follow your system's blue text guidelines, located just to the right of specific fields, to complete these fields and others.

Choose a security question from the drop-down box and type the answer to the question twice. Choose something that is easy to remember, because you'll need this response if you forget your login information.

## 2.7 Employer Identification

special character. Allowable characters are  
# @ \$ % ^ . ! \* \_ +).

\* Confirm Password:

\* Security Question:


The response to the security question will be required if you forget your user name or password.

\* Security Question Response:

Use Letters and numbers.  
Special characters are not allowed.

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### Employer Identification

 For help click the information icon.

\* Company Name:

Company Name as registered with the State of Florida  
Federal Employer ID 999887777 [Chat](#)

### Transcript:

Employer Identification asks for your Company Name.

Below that, you can confirm the Employer Identification Number provided on Page One of the Registration Form.

Employer Location requests information on two location types: Primary Location and Mailing Address. These addresses may be the same, or they may be different.

For Primary Location, enter the zip code first. This will pre-fill most of your address. The only information left to complete is the Street Address, up to 3 lines.


The Mailing Address may be different. If it is, you will need to enter it manually. If it's the same as the Primary Location, click the checkbox in the upper left and it will pre-fill the Primary Location.

If your system employs the *Address Standardization* feature, the address may change to meet bulk mailing standards. Address Standardization accesses a USPS Database which will identify the postal service defined address.



## 2.8 Contact Information

### Contact Information

 For help click the information icon.

\* Job Title:

\* First Name:

Middle Initial:

\* Last Name:

\* Primary Phone:  -  -  Ext

Alternative Phone:  -  -  Ext

Fax:  -  -

\* Primary Contact Email Address:

\* Confirm Contact Email Address:

[Read Our Email Security Policy](#)

\* Please select a method

### Transcript:

Complete the Contact Information section. This includes the Contact Title, Name, Phone, Email, and Notification Preference.


You will need to confirm your email address twice.

Your Preferred Notification Method is how you would like to receive notifications and alerts. You can select options from a drop-down list, such as Message Center or Email. This will determine the default option to send important information.

While it is not required, you can also enter their web site address using the complete URL, as well as a specific page on your website where job applicants can directly apply for jobs.

## 2.9 Company Information

### Company Information

 For help click the information icon.

\* Industry Title (NAICS):  
[Search for Industry Code \(NAICS\)](#)

\* No. Of Employees (Company Size):


\* Type of Employer:

\* Are you a Federal Contractor?:  
 Yes, I am a Federal Contractor  
 No, I am not a Federal Contractor

### Company Profile

Enter a profile of your company for job seekers to view including a summary of your major products and services.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

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### Transcript:

In the Company Information section, you will need to search for and select the NAICS code that best represents their company. NAICS stands for North American Industry Classification System. This code will help you develop job orders and associate them with specific industries. Click a link that goes to a NAICS search screen. Here, you can search and select the code using multiple methods. Once selected, it will appear below that section.

Search options include locating an industry by keyword, sector, alphabetical listing, or by industry code. Locating an industry by an alphabetical list tends to be the easiest method.









This section will also ask you to provide the number of employees in their company, the type of employer, and whether they are a federal contractor. Answers are selected through drop-down options.









## 2.10 Company Profile

### Company Profile

Enter a profile of your company for job seekers to view including a summary of your major products and services.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

**B I U T** |  |  |  |  |  |  |  | 

Format - | Font - | Size - |  |  |  |  |  |  |  | 


|

I

body

[ [Clear Text](#) | [Remove All Formatting](#) ]

### Special Characteristics

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### Transcript:

The Company Profile is not required, but it can be very helpful to educate job applicants about your company.

This free form text box enables you to manually create, or copy and paste text, with information about your company. A number of text formatting options are available to customize the appearance of this section.

## 2.11 Characteristics and Benefits


### Special Characteristics

 For help click the information icon.

Check each special characteristic that applies to your company:

- Union Shop
- Non-Union Shop
- Minority Owner
- Veteran Owner
- Woman Owner

### Benefits Offered

 For help click the information icon.

Benefits not specified  No benefits provided  Benefits provided outlined below

You have a written affirmative action plan

[Chat](#)

### Transcript:

Special Characteristics enables you to identify yourself as receptive to specific types of job seekers (such as Older Workers or Veterans), or the company can be identified with specific attributes, such as Woman-Owned or Veteran-Owned. Each system may provide different Special Characteristics, or some systems may have none at all.

Benefits is helpful for attracting applicants because it will indicate what benefits are available with each job posting. If a job seeker needs health insurance, you can create a master list of benefits, and customize them with each job order based on requirements. Job seekers may be apt to apply for a specific job if that benefit is shown as being available. There is a text box below the benefits checkboxes where you can manually enter additional, specific ones.


There is also a check-box at the bottom to identify if your company has written an affirmative action plan.

## 2.12 Saving Registration

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[\[ Clear Text \]](#)

You have a written affirmative action plan

I'm not a robot   
reCAPTCHA  
Privacy - Terms

[Cancel](#) [Save](#)

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[Return to the Directory of Services](#)

We value your input, did you find what you were looking for?

[Chat](#)

### Transcript:

Click the Save button to complete system registration. The system will display a registration confirmation screen. Now you can explore the various employer tools available. However, you will not be able to post job orders or review job seeker information until a business services staff member has enabled your account. This is a security feature to curtail fraud.

## 3. Conclusion

### 3.1 Conclusion



#### Transcript:

This concludes the Creating an Employer Account video presentation.  
Be sure to access the Learning Center to explore other system features.